BENTWORTH PARISH COUNCIL

Chair:

Clerk: Mrs Louisa Thomson
Email: clerk@bentworthparishcouncil.org

28th April 2026

Dear Councillor,

You are summoned to attend the **Annual Council Meeting** of Bentworth Parish Council on **Tuesday 5th May 2026 at 7.30pm, Jubilee Hall, Bentworth.**

Scott Neville, Simon Lane, Christian Browning & Sheena Robertson

AGENDA

1. **Election of Chairman** (including signing of Declaration of Acceptance of Office)

2. **Election of Vice-Chairman** (including signing of Declaration of Acceptance of Office)

3. **Apologies for Absence.**

4. **Minutes –** To sign as a correct record the minutes of the meeting held on 7th April 2026.

5. **Declaration of Interest** – Councillors are reminded of their responsibility to declare any disclosable Pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

6. **Public Participation** – Opportunity for the public to speak on agenda items in accordance with Standing Orders.

   Councillor Co-option – There are currently four vacancies on the council, two of which can be filled by co-option. Any new Councillor must complete the Declaration of Acceptance of Office before joining the next Parish Council meeting.

7. **Report form County Councillor**
8. **Report from District Councillor**

9. **Council Regulations and Procedures**
   Council to review and confirm its Regulations and Procedures are current and fit for purpose.
   - **a) Standing Orders**
   - **b) Financial Regulations**
   - **c) Grant Awarding Policy & Procedure and Application Form**
   - **d) Disciplinary and Grievance Policy**
   - **e) Social Media Policy**
   - **f) Code of Conduct –** Council to confirm EHDC Code of Conduct previously adopted and Councillors to sign agreement to abide by this Code of Conduct.
   - **g) Procedure for Handling Complaints**
   - **h) Risk Assessment**
   - **i) AutoSpeedWatch Camera Policy**
   - **j) GDPR – General Privacy Notice and Privacy Notice for Staff, Councillors and Role Holders** – Council to adopt.

10. **Terms of Reference – Planning Committee**
    - **a)** Council to review and confirm its Terms of Reference and Delegated Arrangements are current and fit for purpose.
    - **b)** Council to appoint three committee members.

11. **Assets** – Council to review the asset register and confirm correct.

12. **Insurance** - Council to confirm arrangements for insurance cover in respect of all insurable risks and approve renewal with Zurich cost £400.23, currently £350.18 (2024 - £418.06).

13. **Annual Accounts and Annual Governance and Accountability Return 2025/2026**
    - a) Summary of Receipts and Payments for the 4th Quarter and Year Ending 31st March 2026.
    - b) Council to confirm receipt of report from Internal Auditor and the completion of the Annual Internal Audit Report 2025/26 section of the AGAR.

c) Council confirm they wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 and they meet the criteria required to do so.
By signing this Certificate of Exemption you are confirming that:

• The authority was in existence on 1st April 2022
• In relation to the preceding financial year (2024/25), the external auditor has not:
• issued a public interest report in respect of the authority or any entity connected with it
• made a statutory recommendation to the authority, relating to the authority or any entity connected with it
• issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
• commenced judicial review proceedings under section 31(1) of the Act
• made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
• The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act

Certificate of Exemption to be signed by the Chairman and Responsible Finance Officer.

d) Council to review the Annual Governance and Accountability Return, variances report and bank reconciliation.

i) Council to complete the Annual Governance Statement 2025/2026 to be signed by the Chairman and Clerk.
ii) Council to confirm the Accountability Return 2025/2026 to be signed by the Chairman.

e) Council to complete the Conflict of Interest with BDO LLP form.

f) Council to confirm the dates for the 'Notice for the period for the excise of public rights'.

14. Councillor Updates

15. Planning
Council to consider one application, their comments to be forwarded to East Hampshire District Council.

EHDC-26-0376-TCA	Hookers Place Village Street, Bentworth T1 Yew Tree Reduce the canopy by upto 1.2m. Current crown radius 10m, new radius minimum of 7.6m. Thin by upto 20% Raise the canopy from 1.7m up to 2.4m. T2 Small Hawthorn. Pollard the tree to the height of the laurel hedge to prevent it from eventually dominating the Yew tree T1.

16. Land South of Glebe Fields – Council to decide whether 'Hurley Meadow', as suggested by the developer is acceptable instead of the previously suggested 'Hurley Fields'.

17. Village Fete
a) Council to approve administering the Village Fete including the use of the Parish Councils insurance.
b) Council to decide grant application from Village Fete Committee for £200.

18. Neighbourhood CIL (Community Infrastructure Levy)
EHDC currently hold £8,334.28, Council to decide whether to receive payment.

19. Newsletter – Council to decide whether to continue with the Newsletter and approve costs up to £69.83.

20. Defibrillator – Nominate councillor to be guardian jointly with David Eyre-Brook.

21. AutoSpeedWatch
a) Update
b) DVLA have provided ownership information for the private vehicles recorded with the ASW cameras, Council to approve sending the same letter to the owners that is currently sent to commercial vehicles.

22. Speed Limit Reminder Sign – Report from David Maltby

23. Councillor Training
a) Council to confirm training costs for Christian Browning and Sheena Robertson; Councillor Essentials £120 per person and Introduction to Local Council Finance for Councillors £53.50.

b) Council to approve costs for new councillor training as per item a) and new Chairman Chairing Skills £59.00.

24. Community Updates – Community Care and Neighbourhood Watch

25. Accounts 2025/2026

Council to approve the following payment:

a)	Louisa Thomson – Clerk Salary April 2026	£514.13
b)	Louisa Thomson – Clerk's expenses April 2026	£ 68.27
c)	Zurich Municipal – Insurance renewal (if approved in item 12.)	£400.23
d)	April Skies Accounting – Internal Audit	£364.40
e)	Hampshire Association of Local Councils – Affiliation Fees and NALC Levy	£304.00
f)	DCK Payroll Solutions Ltd – Payroll and Year End processing	£ 38.28
g)	N Day – Annual Parish Meeting refreshments	£ 28.94
h)	R Neville – Newletter printing (if approved in item 18.)	£ TBC
i)	Village Fete Committee – Grant (if approved in item 17.)	£200.00
j)	SJL Contracting – Village Green grass cutting x 2 and pond topsoil	£310.00
k)	St Mary's Bentworth CE Primary School – Planning meeting 24th March	£ 15.00

(Note SJL Contracting paid £260 on 21st April 2026 for topsoil against approved costs of £600 for the pond refurbishment.)

26. Next Meeting

a) To approve list of scheduled Council meetings for the year 2026-2027

2026

June	2nd
July	7th
August	Meeting to be scheduled, if required.*
September	1st
October	6th
November	3rd
December	1st

2027

January	Meeting to be scheduled, if required.*
February	1st
March	Meeting to be scheduled, if required.*
April	5th Annual Parish Meeting
May	3rd Annual Council Meeting

b) To confirm the date of the next scheduled Council meeting, Tuesday 2nd June 2026 at 7.30pm, Public Question Time non-agenda items 7.15pm.

27. Close of meeting.